



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

May 6, 2024 at 8:30 am

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
 - b. Marina Report
 - c. WWTP Report

2. Public Comments

Please limit remarks to no more than three (3) minutes or less.

3. Committee Business

- a. VSB-2024-22 Electronic Lock Proposal

4. Status Update – Other Committees


- a. VSB-2024-17 M-22 Pedestrian Crossing Proposal
- b. VSB-2024-23 Employee Handbook Update(s)
- c. VSB-2024-24 Fee Schedule Amendment
- d. VSB-2024-25 Parking Ordinance

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2024- 02	
Prepared:	May 2, 2024	Pages:	1
Meeting:	May 6, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

GENERAL SERVICE HIGHLIGHTS

Work has been wrapped on refinishing picnic tables; park restrooms are in progress for opening soon.
Brush and bulk leaf pickup has commenced and will wrap up on May 6th then bio-bags on Mondays moving forward.
Spring cleanup of the parks is nearing completion, Marina Beach needs some restoration and will begin soon.

UTILITY HIGHLIGHTS

Paul, Lou & Nate went to take EGLE water distribution exams on May 1st
Distribution System of Materials Inventory (DSMI) and Cross Connection inspection this coming month.
Hydrant flushing and Chlorination was completed on schedule.
Port Sutton lift station had new pumps installed along with new pump bases and discharge piping.
Consumer Confidence Reports (CCR) will be mailed out soon, just finished at the print shop.
Maintenance cleaning of headworks channel and south bio reactor basin is scheduled for next week.

REGULATORY HIGHLIGHTS

2024 Lead and Copper sampling will be conducted during the summer months according to our permit schedule.



Challenging today.
Reinventing tomorrow.

Jacobs Engineering
606 Hannah Ave.
Traverse City, MI 49686
T 231-922-4922

April 24, 2024

Attn: Dave Miller
Village of Suttons Bay Director of Public Works
Village of Suttons Bay

Project name: Suttons Bay WWTP
Project no: 404723CH

Subject: Monthly Operations Report

Dear Mr. Miller

This report covers our operations and maintenance activities for the month of April 2024 and flow data report period of March 26th, 2024 to April 23rd, 2024.

Yours sincerely,

Mark J Huggard

Mark Huggard
Project Manager

231-313-5592
Mark.huggard@jacobs.com

Copies to: Rob Larrea
Jacobs Staff

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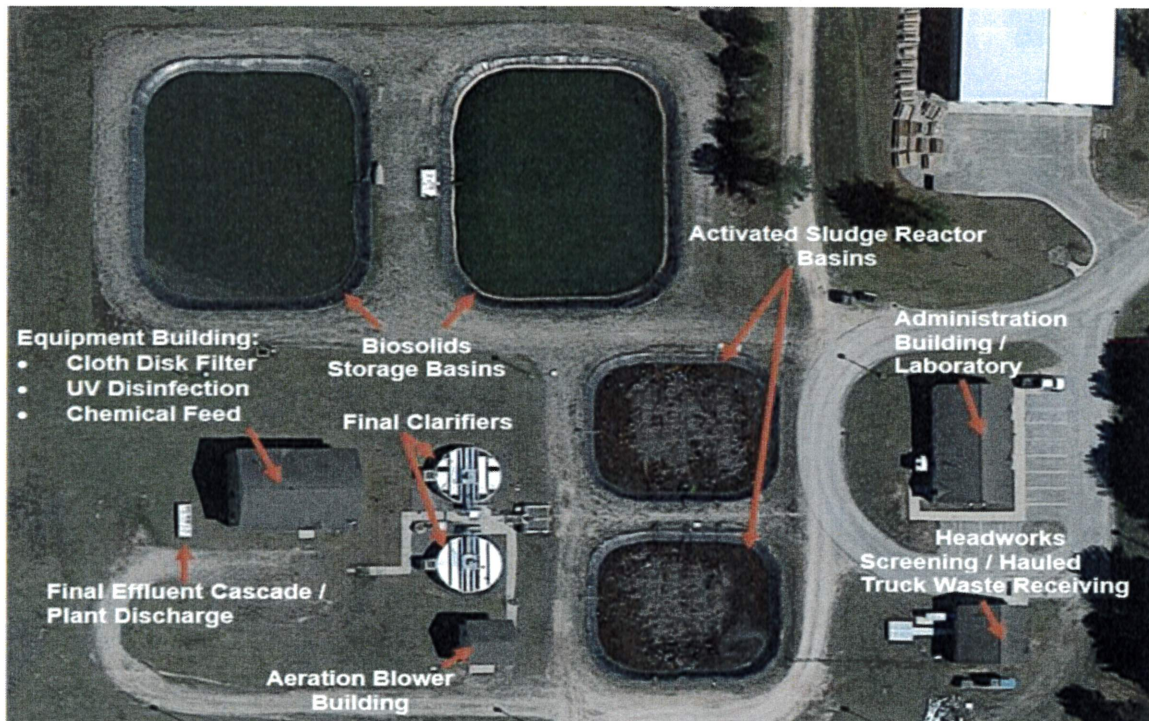
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Executive Summary

- The Facility was within compliance for the month of April.
- Holding tank waste receiving resumed with lowered daily volume limits; there have been no recent issues.
- PLC upgrades for Nodes 2 and 4 are complete. Node 6 is awaiting parts arrival.
- Hauler Truck Waste Flow Meter stopped reading as of March 11th; we are manually entering hauler slips into data logs until addressed.
- RAS Pump #2 VFD is fully operational.

Operations and Maintenance

Treatment Plant Aerial View



1. Modification of Holding Waste Receiving Currently in Effect:

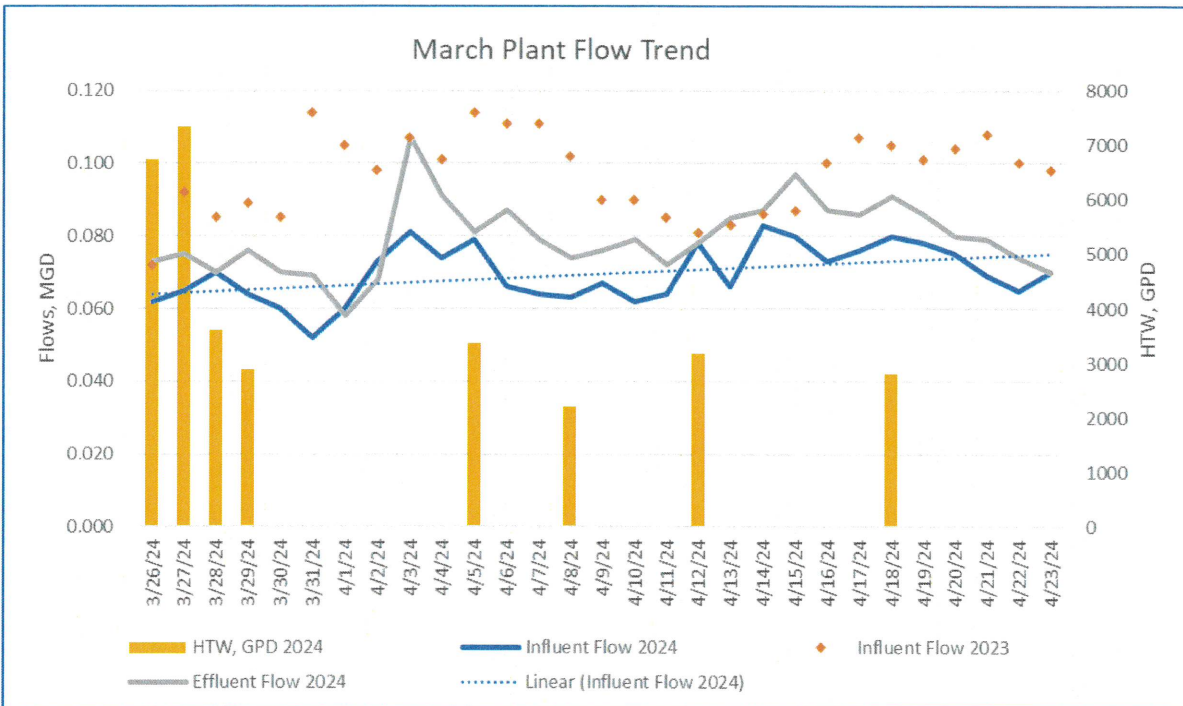
- Temporary Restrictions Due to High Volume and Schedule Non-Compliance:
 - Reason for Pause: We temporarily stopped receiving waste in holding tanks because of unusually high volumes at the end of December. This surge adversely affected the biological functioning of our plant.
 - Schedule Issues: Additionally, there were problems with haulers not following the designated offloading hours.

- Compliance with NPDES Permit: It's important to note that during this entire period, the facility remained within all permit parameters.
 - Resumption of Waste Acceptance with Modifications:
 - Stable Biological Processes: After confirming the stability of our plant's biological processes, we resumed accepting waste, albeit with certain adjustments.
 - Adjusted Daily Volume Limits: The amount of waste we accept daily is now at a three-load max from any one hauler. These limits will be adjusted based on our treatment capacity, and any changes will be promptly communicated to the haulers.
 - Reinforced Offloading Schedule: We have reiterated the importance of adhering to the offloading schedule to all haulers. Failure to comply may result in further suspension of their offloading privileges.
2. Windemuller has completed the PLC replacement of Nodes 2 and 4. Minor punch list items are being addressed as they arise. We are currently waiting on parts to complete Node 6. It is important to note that the plant has been, and still is, in full operation during these process upgrades.

Flow Report

Monthly Average Influent Flow 2024	0.070	Million Gallons per day
Monthly Average Influent Flow 2023	0.097	Million Gallons per day
Total Monthly Hauled Truck Waste 2024	32,076	Gallons
Total Monthly Hauled Truck Waste 2023	49,227	Gallons

The following plant flow graph illustrates the facility's current influent, effluent flow and hauled truck waste for the reporting month. Also provided for comparison is the influent flow for the same month of the previous year.

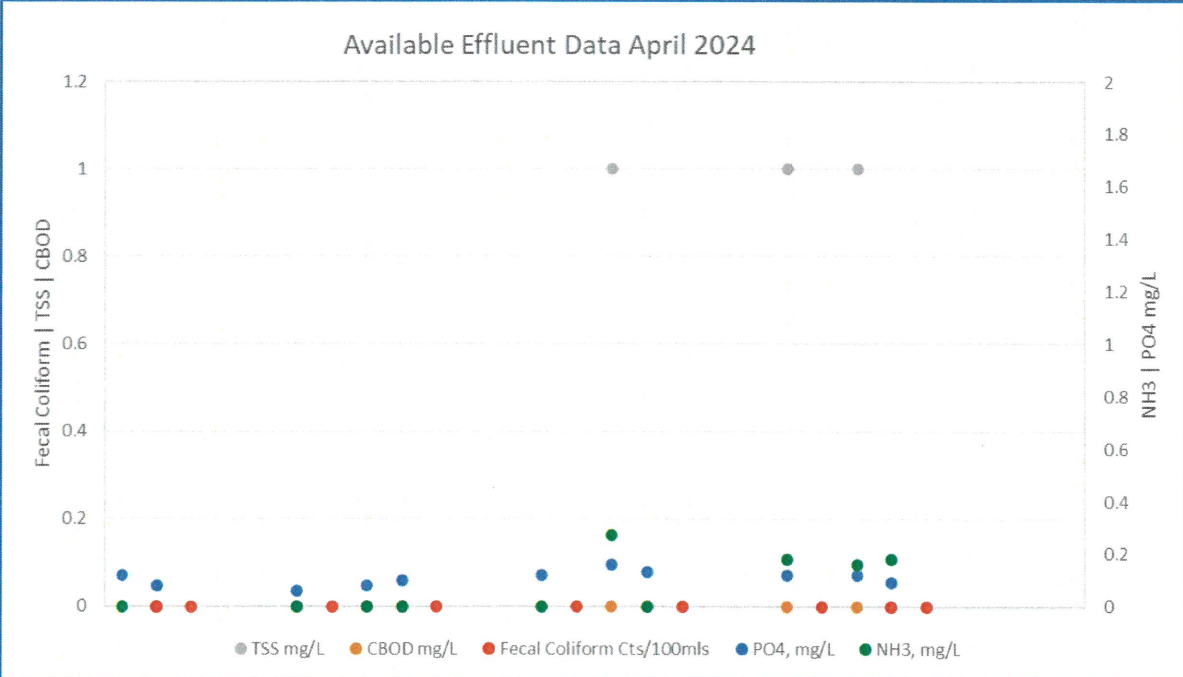
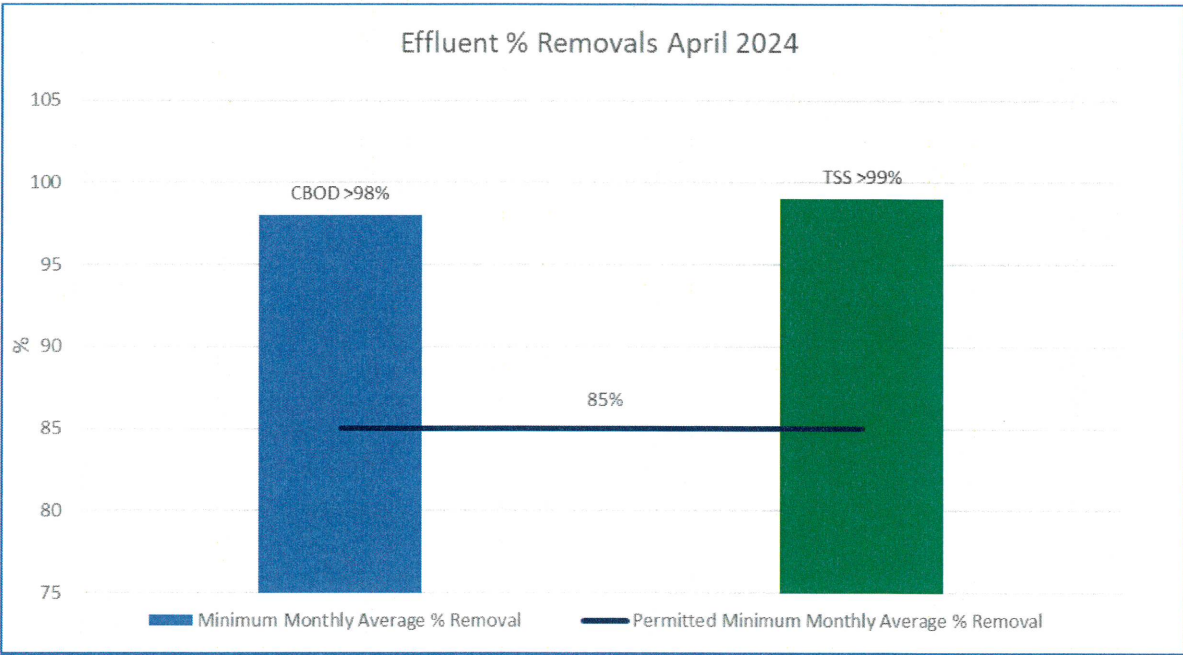


NPDES Permit Compliance

- Available lab results for this month confirm compliance with our National Pollution Discharge Elimination System (NPDES) permit.

The NPDES permit limits are outlined in the following table. The lab data for the reporting month is visually represented in the effluent compliance graphs below.

Parameters	Monthly average	7-day average
Total Suspended Solids	30 mg/L	45 mg/L
Fecal Coliform	200 counts/100 mLs	400 counts/100 mLs
Carbonaceous Biochemical Oxygen Demand, CBOD	25 mg/L	40 mg/L
Total Phosphorus, PO4	0.5 mg/L	No Limit
Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA



Out of Service Equipment / Repair Needs

- Waste activated sludge flow meter.
 - Meter is in service but is providing erratic flow readings. Parts are in. Awaiting scheduling of install by contractor by end of May.


- Plant surge protectors.
 - Warranty replacement. Contractor is awaiting parts from Medler.
- Hauled truck waste rock trap cover latches need replaced.
 - Sourcing other latch options.
- Hauled truck waste flow meter replacement.
 - Awaiting replacement quote.

CIP Project Updates

- Upgrade of fine screen and headworks PLC.
 - PLC Integration on Node 6 was postponed by the Contractor. Estimated completion date is TBD based on part availability.
- Equipment building PLC replacement.
 - PLC Integration of Nodes 2 and 4 are complete.

Financial Report

Current Month	Apr-24	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ 2.50	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ -	
Current Month Natural Gas	\$ -	
YTD Repairs	\$ 1,842.80	
Repair Budget Remaining (\$6,000 Limit)	\$ 4,157.20	
YTD Repair Labor Hrs	6.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 97.50	
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$8,000 Limit)	\$ 8,000.00	
YTD Electricity	\$ 1,943.10	
Utility Budget Remaining (\$25,000 Limit)	\$ 23,056.90	
YTD Natural Gas	\$ 2,778.89	
Utility Budget Remaining (\$13,200 Limit)	\$ 10,421.11	

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024-22	
Prepared:	April 24, 2024	Pages:	1 of 1
Meeting:	May 6, 2024 & May 8, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Lock System Upgrade		

PURPOSE

To continue to upgrade and improve security at our facilities.

OVERVIEW

Attached is a proposal to upgrade our entry system at the Village Hall and DPW buildings from a traditional key / lock system to an electronic locking system. As we continue our efforts to improve and modernize security at all our facilities, this improvement is essential in protecting the DPW and Village Hall.

Although there are many advantages to this system over a traditional key system, having the ability to electronically deactivate a key fob to prevent access to our facilities is paramount. Among the most difficult scenarios is when a disgruntled employee must return their keys, yet fails to do so in a timely manner, and still has access to our facilities. The electronic system eliminates that concern immediately by accessing the program and deactivating the key.

We will still need to re-key a few entry locks in case there are keys still in circulation. However, once the locks are changed, only the manager will have access to the new key and the employees will be limited to an electronic key. The new key will be secured so that it is not distributable.

STAFF COMMENT

I personally used this system in the past both to enter buildings and to restrict another's access to a building. Each employee is given permission to access a building or room electronically by assigning them a key fob with specific permissions. Those permissions can be changed at any time or eliminated altogether. The system also creates a log of entry for that key fob.

ACTION REQUESTED

Discussion and consideration for upgrading the security of our buildings.



The proposed Digital Alarm System will utilize a control equipment solution providing convenient arm/disarm operation. For ease of system set-up and identifying the cause of an alarm, your arming station will sound and identify the area of concern. The system will send alarm, trouble and restoral information to our 24-hour Monitoring Center facility in Grand Rapids, Michigan.

Security Equipment to be Installed

- 1 DMP Keypad - Thinline - White
- 1 DMP Verizon Cell w/18" Coax Cable
- 1 DMP 142zones Network 350-G Enclosur
- 1 AC LINE SURGE SUPPRESSOR
- 1 DMP Indoor Siren
- 1 12V 10.5 a Battery
- 1 DMP XR SERIES GROUND FAULT MODULE
- 1 DMP Wireless Receiver High Power For XR Series Panels
- 2 DMP Access Control Module
- 2 Honeywell Standard Reader
- 2 Door Locking Hardware Package
- 1 Altronix Power Supply 6Amp 8 Out
- 2 Battery for DMP Panels 12 Volt 10.5 Amps
- 300 Wire Structured Cable Windy City

Communication Path

Please be aware that all digital alarm systems lose their capability of transmitting signals whenever there is a telephone line failure.

Digital cellular communication - This unit is a cellular (GSM) connection that provides transmission of the system signals through cellular transmission to our EPS Monitoring Center. This unit provides LTE communication.

Connected Services allows you to utilize the Internet, PDA's, cell phones and other web-enabled devices to control your security system, receive information remotely and much more.

Security System Investment

One Time Installation Charge \$4,800.00 Plus Tax

Tax Exempt (If selected, Plus Tax above is void)

Monthly Services \$70.00

- Monitoring
- Internet Monitoring
- Cellular Monitoring
- Service Agreement
- Cellular Protection Plan
- Open & Closing Supervision
- Activity Reports
- Alarm Response
- Connected Services
- Inspection Type:

DPW - POLE BARN